



The South African Council for the Project and Construction Management Professions (SACPCMP) is a juristic person established by section 2 of the Project and Construction Management Professions Act (Act No.48 of 2000) which provides for statutory professional certification, registration and regulation of Project and Construction Management Professions in order to protect public interest.

Position: Junior Accountant - Payroll, Expenditure & Liability Management (5 Years Fixed Term)

Salary- Grade C4

Role Description

To ensure that payroll and accounts payables are accurate and timely transactions, maintain quality processing, achieve set targets and provide expertise and support to the team.

The Junior Accountant - Payroll, Expenditure and Liability Management shall:

1. Ensure administration of payroll, 3rd party reconciliation, payment, and declaration of PAYE (Employees, Assessors and Committees members)
2. Ensure that purchases and invoices are verified, recorded and allocated to accounts correctly
3. Ensure Calculation of VAT, declaration and ensure payments are made in a timely manner
4. Ensure that payments for payables, assessors, allowance, VAT are made in a timely manner.
5. Ensure Administrates CBE payments and Audits
6. Provide financial information for other departments (Budget and expenditure tracking)
7. Monitor and maintain the General Ledger. (Expenditure and Liability GLs
8. Post daily cash payments
9. Perform account analysis and reconciliation of balance sheet accounts (liabilities) & all subsidiary ledgers at the end of each month.
10. Review reconciliations prepared by Administrators. This includes reviewing and explaining major variances
11. Prepare well documented journal entries for approval by the Finance Manager to accounts as needed ensuring financial records are accurate and properly documented. Resolve accounting discrepancies
12. Prepare Expenditure and Liability monthly/quarterly/semi-annual/annual reports.
13. Assist Finance Manager with duties related to the month-end close, year-end close and audit tasks.
14. Assist the Finance Manager with the coordination of all audit activity. Includes preparation of Schedules and reconciliations as requested by external auditors
15. Ensure accuracy, completeness, and validity of transactions on the system

16. Ensure transactions recorded are in compliance with relevant accounting standard
17. Maintain internal control with regards to Expenditure and liability management

18. Process monthly payroll
19. Process monthly journals as required by the Finance Manager

Requirements

- Grade 12
- BComm Accounting/Finance
- At least four (4) years' experience

This position you will be reporting to the Finance Manager

Closing date: 12 December 2022

If you have not heard from us within 2 weeks of the closing date, regard your application as being unsuccessful. SACPCMP reserves the right to make appointments or not.

Please clearly indicate the position you are applying for.

Please submit your **CV and certified copies of your qualifications** to:

E-mail address: recruitment@sacpcmp.org.za

Address: **Erasmusrand, Pretoria**